

CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

Jon Strong, Ward 4, 2023 Chairman
Karen Denman, At-Large Position 2
Vicki McKenzie, At-Large Position 3
Pat Graham, At-Large Position 4



CITY COUNCIL FINANCE COMMITTEE AGENDA

TUESDAY, MAY 7, 2024, 8:30 AM

Huntsville City Hall, 1220 11th Street, Huntsville, Texas, 77340

Persons with disabilities who plan to attend this meeting and may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5413) two working days prior to the meeting for appropriate arrangements.

1 CALL TO ORDER

2 DISCUSSION/CONSIDERATION

The Finance Committee will hear presentations, discuss, and may consider recommendations to the City Council on the following items.

- a** Approve minutes of the April 2, 2024 Finance Committee meeting
Steve Ritter, Finance Director
- b** Discussion - information on drainage maintenance - fee amounts and probable revenue (from consultant), peer cities fee amounts, drainage costs (operations, projects, possible debt service, other), exempt entities, etc.
Steve Ritter, Finance Director
- c** Discussion - possible street maintenance fees
Aron Kulhavy, City Manager
- d** Discussion - Plan Review revenues - post 12/19/2023 Council action to comply with HB No. 3492 from the 2023 Texas legislative session
Aron Kulhavy, City Manager
Kathlie Jeng-Bulloch, City Engineer
- e** Discussion - propose Budget Amendment to add a fee to the Schedule of Fees and Charges - fee for CPR classes provided by the Fire Department
Steve Ritter, Finance Director
Greg Mathis, Fire Chief
- f** Discussion - A/C situation at the Library - possible solutions and costs
Penny Joiner, Director of Parks and Leisure
Sam Masiel, Assistant City Manager

Aron Kulhavy, City Manager

3 ADJOURNMENT

CERTIFICATE

I do hereby certify that the above notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.HuntsvilleTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: May 3, 2024

Kristy Doll

Kristy Doll, City Secretary

TIME OF POSTING: 2:30 p.m.

TAKEN DOWN:



CITY COUNCIL FINANCE COMMITTEE AGENDA
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5/7/2024

Agenda Item Number: 2.a.

Agenda Item: Approve minutes of the April 2, 2024 Finance Committee meeting
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Initiating Department/Presenter: Finance

Presenter: Steve Ritter, Finance Director

Discussion: Approve minutes of the April 2, 2024 Finance Committee meeting

Financial Implications:

Associated Information:



CITY COUNCIL FINANCE COMMITTEE AGENDA

5/7/2024

Agenda Item Number: 2.b.

Agenda Item: Discussion - information on drainage maintenance - fee amounts and probable revenue (from consultant), peer cities fee amounts, drainage costs (operations, projects, possible debt service, other), exempt entities, etc.

Initiating Department/Presenter: Finance

Presenter:

Steve Ritter, Finance Director

Discussion: Discussion - information on drainage maintenance - fee amounts and probable revenue (from consultant), peer cities fee amounts, drainage costs (operations, projects, possible debt service, other), exempt entities, etc.

Financial Implications:

Associated Information:



CITY COUNCIL FINANCE COMMITTEE AGENDA

5/7/2024

Agenda Item Number: 2.c.

Agenda Item: Discussion - possible street maintenance fees

Initiating Department/Presenter: Finance

Presenter:

Aron Kulhavy, City Manager

Discussion: Discussion - possible street maintenance fees. Follow up from an August 1, 2023 discussion with the Finance Committee. ? Fee amounts to charge to TDCJ and SHSU (the previous was requested by the Finance Committee per the minutes of the 8/1/2023 meeting). In the August 1, 2023 meeting info was shared that preliminary calculations indicated a \$5 monthly fee to residential customers and a \$10 monthly fee to commercial customers would generate approximately \$700,000 in revenue per year.

Financial Implications:

Associated Information:



CITY COUNCIL FINANCE COMMITTEE AGENDA

5/7/2024

Agenda Item Number: 2.d.

Agenda Item: Discussion - Plan Review revenues - post 12/19/2023 Council action to comply with HB No. 3492 from the 2023 Texas legislative session

Initiating Department/Presenter: Finance

Presenter:

Aron Kulhavy, City Manager

Kathlie Jeng-Bulloch, City Engineer

Discussion: Discussion - Plan Review revenues - post 12/19/2023 Council action to comply with HB No. 3492 from the 2023 Texas legislative session. Other possible methodologies to calculate fees.

Financial Implications:

Associated Information:



CITY COUNCIL FINANCE COMMITTEE AGENDA

5/7/2024

Agenda Item Number: 2.e.

Agenda Item: Discussion - propose Budget Amendment to add a fee to the Schedule of Fees and Charges - fee for CPR classes provided by the Fire Department

Initiating Department/Presenter: Finance

Presenter:

Steve Ritter, Finance Director

Greg Mathis, Fire Chief

Discussion: The Fire Department has a certified instructor for CPR (Cardiopulmonary resuscitation) classes. The instructor is able to provide the classes to the City's firefighters for only the cost of the materials. Providing the training internally saves the City money in that firefighters do not have to pay to attend CPR classes elsewhere. Certification requirements for the instructor mandate the instructor provide instruction to 50 people annually. Providing instruction to firefighters only will not meet the 50 people annually requirement. The Fire Department would like to provide classes to the public in order to get to the 50 people annually minimum. Materials cost for the classes is normally \$30.70. City staff is proposing a fee of \$30 for providing the classes to the public.

Financial Implications:

Associated Information:

1. BA - Fee Sched - 5.7.24

Budget Amendments FY 23-24 Finance Committee - May 7, 2024		
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Exhibit A		
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	Change/additions to the City of Huntsville's Schedule of Fees and Charges	Public Safety - Fire Department - CPR class fee: \$30 A fee to be paid by any non City employee for instruction for cardiopulmonary resuscitation (this is a new fee).
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	Explanation:	The Fire Department has a certified instructor for CPR (Cardiopulmonary resuscitation) classes. The instructor is able to provide the classes to the City's firefighters for only the cost of the materials. Providing the training internally saves the City money in that firefighters do not have to pay to attend CPR classes elsewhere. Certification requirements for the instructor mandate the instructor provide instruction to 50 people annually. Providing instruction to firefighters only will not meet the "50 people annually" requirement. The Fire Department would like to provide classes to the public in order to get to the 50 people annually minimum. Materials cost for the classes is normally \$30.70. City staff is proposing a fee of \$30 for providing the classes to the public. The City adopts the annual budget via Ordinance. The Schedule of Fees and Charges is included as part of the adoption of the annual budget. As such, changes or additions to the Schedule of Fees and Charges require approval via Ordinance. In the event Council adopts Ordinance 2024-XX these fees will be added/changed to the Schedule of Fees and Charges.
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CITY COUNCIL FINANCE COMMITTEE AGENDA

5/7/2024

Agenda Item Number: 2.f.

Agenda Item: Discussion - A/C situation at the Library - possible solutions and costs

Initiating Department/Presenter: Finance

Presenter:

Penny Joiner, Director of Parks and Leisure

Sam Masiel, Assistant City Manager

Aron Kulhavy, City Manager

Discussion: Discussion - A/C situation at the Library - possible solutions and costs

Over the past year, the library has encountered multiple failures with both HVAC units, which are responsible for controlling the climate in our 21,000 sqft building. These units, installed in 2009, have surpassed their warranty period, resulting in significant repair expenses.

After inspection by our contracted HVAC maintenance vendor, it has been determined that both units are beyond repair and require replacement. This necessitates a formal bidding process due to the cost estimated to exceed \$300K.

Furthermore, the lead time for replacement is projected to be between 6 to 8 months due to supply chain challenges. Given the urgency of the situation, prompt action is imperative to ensure the comfort and safety of library patrons and staff.

Financial Implications:

Associated Information: